HOME MEDICAL DEVICE RETAILER LICENSE APPLICATION

PLEASE COMPLETE THIS FORM FULLY—INCOMPLETE APPLICATIONS WILL BE RETURNED

See page 2 for instructions.

☐ NEW APPLICANT ☐ RENEWAL APPLICANT ☐ RELOCATION ☐ OWNERSHIP CHANGE ☐ OWNERSHIP AND LOCATION CHANGE

1. Name of Firm			9. Facility Operator (name and title)	
2. DBA (List additional DBA's on separate sheet if necessary.)			10. Facility Telephone Number ( )	11. Facility FAX Number ( )
3. Facility Address (number, street)			12. 24-Hour Emergency Telephone Number ( )	13. E-mail Address
4. Facility Address (continued)			14. Correspondent (name and title)	
5. City	State	ZIP Code	15. Correspondent Telephone Number ( )	16. Correspondent FAX Number ( )
6. Mailing Address (if different or P.O. Box number)			17. Country (if other than United States)	18. FDA CFN or FEI Number
7. Mailing Address (continued)			19. Website (URL)	
8. City	State	ZIP Code		

20. Type of Ownership

☐ Individual/Sole Proprietorship ☐ Partnership ☐ Corporation/Limited Liability Company ☐ Nonprofit ☐ Other:_____

21. Corporate Name (if applicable)	State of Incorporation
22. Owners' or Officers' Names and Titles	Owners' or Officers' Names and Titles

23. Type of Application

☐ New HMDR (never licensed) ☐ New HMDR (additional location) ☐ Out-of-State HMDR

☐ New HMDR (ownership change) _____ (previous HMDR license number)

☐ New HMDR (address change) _____ (previous HMDR license number)

☐ Renewal of an existing HMDR _____ (HMDR license number)

☐ HMDR Warehouse (storage) _____ (retail facility HMDR license number)

24. Type of Business to be Conducted at this Location: ☐ Retail Sales/Distribution ☐ Warehouse Only

25. The applicant retailer will be selling the following products: (check all that apply)

☐ Respiratory Equipment/O2 Supplies
☐ CPAPS, BiPAPS
☐ TENS Units
☐ Infusion Pumps
☐ Catheters
☐ CPM Machines
☐ Incontinence Supplies
☐ Custom Wheelchairs
☐ Power Wheelchairs
☐ Manual Wheelchairs
☐ Nutritional Supplements
☐ Diabetic Test Supplies
☐ Walkers, Canes, Commodes
☐ Hospital Beds/Mattresses
☐ Other—describe below or attach list of products:
_____
_____

26. If the HMDR facility will be selling/renting legend devices, respiratory equipment, or medical oxygen:

a. Will there be a pharmacist in charge of operations at this location? ☐ Yes ☐ No (If Yes, attach acopy of PIC card)

b. Will there be an HMDR exemptee in charge of operations at this location? ☐ Yes ☐ No (If Yes, provide name and license number)

Name: _____ Exemptee License Number: _____

Name: _____ Exemptee License Number: _____

27. List Medi-Cal or MediCare Provider numbers. (If currently applying for one, please write "Pending.")

Medi-Cal Provider? ☐ Yes ☐ No If Yes, DME Provider Number: _____

Medicare Provider? ☐ Yes ☐ No If Yes, CMS Provider Number: _____

28. Payment Codes (Check only one code—see page 2 for schedule.)

☐ **A—$850** ☐ **B—$150** ☐ **C—$425**

MAKE CHECKS PAYABLE TO:
DEPARTMENT OF HEALTH SERVICES
See page 2 for mailing address.

Under penalty of perjury, under the laws of the State of California, each person whose signature appears below, certifies and says: (1) he/she is the applicant, or one of the owners or managers of the applicant corporation, named in the foregoing application, duly authorized to make this application on its behalf; (2) that he/she has read the foregoing application and knows the contents thereof and that each and all statements therein made are true; (3) that no person other than the applicant or applicants has any direct or indirect interest in the applicant's or applicants' business to be conducted under the license(s) for which this application is made; (4) all supplemental statements are true and accurate.

29. Signature of Applicant	Printed name	Title	Date

PLEASE DO NOT WRITE BELOW THIS LINE.

License Number	Expiration Date	Date Received	Payment Type	Amount
				$

Home Medical Device Retailer License Application Instructions

A separate application is required for each place of business. Please complete and/or amend this application as is most appropriate to your facility. Include the appropriate fee for each application as indicated in the fee schedule and payable to: DEPARTMENT OF HEALTH SERVICES. This fee must accompany this application. Without the fee the application cannot be processed. Unsigned or incomplete applications cannot be processed. The following are further instructions on how to complete this application:

New Applicant / Renewal Applicant: Place an (X) in the box next to New Applicant if your firm has not previously applied for a Home Medical Device Retailer License at this location while under the current ownership. Place an (X) in the box next to Renewal Applicant if your firm has already obtained a Home Medical Device Retailer License for this location, and you are renewing that license. If your firm has changed location, ownership, or both, place an (X) in the box adjacent to the appropriate response.

1. **Name of Firm:** Enter full name of business, corporation, company, or organization applying for licensure.
2. **DBA:** Enter any other name(s) your company is doing business as.

3.–5. **Facility Address:** Enter the street, city, state, and zip code for this facility location.

6.–8. **Mailing Address:** Enter full mailing address if different from the facility address.

9. **Facility Operator:** Enter the full name of the person who manages the operations at this facility and their title.
10. **Facility Telephone Number:** Enter daytime business telephone number of this facility.
11. **Facility FAX Number:** Enter facility FAX number.
12. **24-Hour Emergency Telephone Number:** Enter telephone number to be called in the event of an emergency.
13. **E-mail Address:** Enter facility e-mail address.
14. **Correspondent:** Enter the name of the person to contact for information regarding this application and their title.
15. **Correspondent Telephone Number:** Enter the daytime business telephone number of the contact person.
16. **Correspondent FAX Number:** Enter the daytime business FAX number of the contact person.
17. **Country:** Enter the country where your facility is located, if outside of the United States.
18. **FDA CFN or FEI:** Enter your US Food and Drug Administration Central File Number or Federal Establishment ID, if applicable.
19. **Website:** Enter the website address for your business, if applicable.
20. **Type of Ownership:** Place an (X) in the box next to the appropriate legal description of the facility's ownership.
21. **Corporate Name:** Enter corporate name if applicable. Enter state of incorporation if applicable.
22. **Owners' or Officers' Names:** List the business owners' or officers' names and titles. Attach a list if needed.
23. **Type of Application:** Place an (X) in the box next to the type of application you are submitting
24. **Type of Business Conducted:** Place an (X) in the box adjacent to the type of business being conducted at this location.
25. **Type of Products Selling:** Place an (X) in the box adjacent to the type of products your business will be selling. Check all that apply.
26. **Selling or Renting Legend Devices, Medical Oxygen, or Respiratory Equipment:** Place an (X) in the boxes next to your answer for question a. and b. If you answered yes, provide the name of the exemptee and their license number.
27. **Medi-Cal or Medicare Provider:** Place an (X) in the boxes adjacent to your answer to each question on provider types. Provide your DME or CMS number is you answered yes. Enter "Pending" if you are currently applying for one or both.
28. **Payment Codes:** Your license fee is based on the type of activity at your facility. Based on the chart below, place an (X) in the correct payment code box on the first page (mark only one box A–C).

License Category	*Fee*	*Interval of Renewal and Fees*	*Payment Code*
Instate retail firm	$850.00	Annually on renewal and first license	A
Out-of-state retail firm	$150.00	Annually on renewal and first license	B
Warehouse only	$425.00	Annually on renewal and first license	C
Government agency	$0.00	Annual renewal required no fee due	No fee required with application
Nonprofit agency	$0.00	Annual renewal required no fee due	No fee required with application

29. Sign the application, print your name, print your title, and enter the date.

MAKE CHECKS PAYABLE TO: **DEPARTMENT OF HEALTH SERVICES**

MAIL APPLICATION AND CHECK TO:

Department of Health Services
Accounting Section/Cashiers
MS 1101
1501 Capitol Avenue
P.O. Box 997415
Sacramento, CA 95899-7415

If you have any questions, please contact the Home Medical Device License Voice Mailbox at (916) 650-6500 and leave a message with your firm name, your name, and your phone number and a staff member will return your call. You may also visit our internet web site at: http://www.dhs.ca.gov/fdb/ for timely program news and a blank copy of this application form.

The Food and Drug Branch must approve this application before a Home Medical Device Retailer license is issued. If changes are made during the application process, you may need to submit a new application with appropriate fees. Fees applied to this application are not transferable and are not refundable.

Any material misrepresentation in response to any question is grounds for refusal or subsequent revocation of license, and a violation of the California Penal Code. All items of information in this application are mandatory. Failure to provide any of the requested information will result in the application being rejected as incomplete.